

TREASURER
029

DEPARTMENT: Treasurer

NATURE OF WORK:

Directs the revenue collection, investment, and disbursement activities of James City County, James City County/Williamsburg Schools, and other fiscal agencies. Directs Treasurer's Office staff and staffing activities.

ESSENTIAL FUNCTIONS OF THE JOB:

Directs the disbursement of funds in accordance with the budgetary decisions of the County Board.

Invests County funds.

Directs the collection of County taxes or other revenues.

Applies the Code of Virginia to collect taxes or fines.

Issues summonses, directs the seizing of property, and/or garnishes bank accounts and salaries in order to collect taxes or fines.

Explains tax policies and procedures to staff and to County citizens.

Coordinates payment system for taxes and utility bills with local banks.

Supervises, either directly or indirectly, all employees in the County Treasurer's Office.

Trains employees in the Treasurer's Office.

Plans staffing allocations.

Creates new programs and assigns office staff as needed.

Appraises staff annually.

Communicates with others about Treasurer's Office practices and policies.

Coordinates office policies and practices with the State Treasurer, the Auditor of Public Accounts, and the Commissioner of Revenue.

Coordinates office policies and practices with local banks, investment specialists, and other professionals.

Maintains written and verbal communications with other County departments.

Works closely with County Sheriff for property seizures.

Explains tax policies and procedures to County citizens.

Explains tax policies and procedures through the media.

Provides replies to citizens' complaints.

Performs other related duties as required or as directed by the Constitution and Code of Virginia.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates standard office equipment such as telephone, computer keyboard, calculator, copy machine, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of accounting as applied to municipal governments.

Considerable knowledge of supervisory and general management practices.

Considerable knowledge of the principles and practices of bookkeeping.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with citizens, employees, County/City staff, elected officials, and the local business community.

Ability to maintain confidentiality of information.

MINIMUM QUALIFICATIONS:

Any combination of education and experience providing the required knowledge, skills, and abilities cited above. Must be a resident of James City County or the City of Williamsburg.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Treasurer Position Number _____
Department Treasurer Division _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Counting of cash and coin at individual transaction level and large containers of cash and coin
such as transit fares and tickets.

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry		✓						✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☒ Not essential to job function

Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☒ Not essential to job function

Steps

- ☐ 1-2
- ☒ 2-3
- ☐ 3-4
- ☐ Other _____
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand	✓							✓	
Sit					✓				✓
Walk	✓							✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. *Driving:* The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			